

**MUSKOGEE COUNTY, OKLAHOMA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
BY-LAWS OF THE LEPC**

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ARTICLE I

SECTION 1 NAME

The name shall be known as the Muskogee County Local Emergency Planning Committee, (L.E.P.C.), herein referred to as the (LEPC).

SECTION 2 LOCATION

For the purposes of receiving information from facilities, requests from the public or other business, the address of the (LEPC) shall be the office of Muskogee County Civil Defense in care of the LEPC, P.O. Box 2274, Muskogee, OK 74402-2274. The phone number shall be (918) 682-2551.

SECTION 3 AUTHORITY AND PURPOSE

The LEPC is hereby organized in recognition of and by the authority of the "Superfund Amendments and Re-authorization Act of 1986" and the "Emergency Planning and Community Right-To-Know Act of 1986" hereinafter referred to a "SARA Title III".

The LEPC is established to write emergency plans for chemical release as it pertains to facilities subject to planning under SARA Title III and the regulations established by the Environmental Protection Agency and also to facilitate the fulfilling of request by a citizen on chemicals stored or used at facilities, and to provide a data base for information as it pertains to chemicals stored or used at facilities and emergency plans.

SECTION 4 LEPC AREA OF AUTHORITY

The LEPC area of authority shall cover the County of Muskogee and all cities, towns or any political subdivisions located within the county of Muskogee.

SECTION 5 AUTHORITY OF THE LEPC

The authority of the LEPC is limited to the requirements set out in SARA Title III and regulations promulgated by the Environmental Protection Agency and Section 3 of these Bylaws.

ARTICLE II OFFICERS

SECTION 6 ELECTION OF OFFICERS

Officers shall be elected for a period of one (1) year beginning with the first meeting of that year in the month of January.

In the case of death, resignation or any other reason that an officer cannot fulfill his/her duties then a replacement shall be appointed by an executive committee until a recommendation by the nominating committee can be obtained and an election held before the committee as a whole. The replacement officer shall serve the remainder of the term of the officer of whom he/she is replacing.

SECTION 7 CHAIRMAN, COORDINATOR OF INFORMATION, COMMUNITY COORDINATOR
AND SECRETARY

A. Chairman:

The Chairman shall preside over the regular and special or emergency meetings of the LEPC and the executive committee. He/she shall be the person responsible for the signing of documents and/or communications relating to committee functions of the other officers, activities and functions.

B. Coordinator of Information:

The Coordinator of Information shall be responsible for:

1. Making available the emergency plans twenty four (24) hours per day to responders;
2. Having a system of communication and an alternate system in the event the primary system fails;
3. Developing procedures to relay Material Safety Data Sheets (MSDS) information to first responders at the scene of a chemical release;
4. Responding to request by the public in accordance with SARA Title III;
5. Reporting activities of his/her office to the committee at the next meeting proceeding the activity;
6. Developing and maintaining a system of receiving and filing of information from facilities, requested by the public and emergency plans;
7. Making available information to the public during regular business hours.

C. Community Coordinator / Emergency Coordinator:

The Community Coordinator / Emergency Coordinator shall be responsible to:

1. Design a system of communication to the media in the case of a chemical release;
2. Develop a communications link with an Emergency Broadcast System;
3. Develop a system to provide responders with information on the hazards of chemicals involved in an accident, incident or release and make this information available twenty four (24) hours a day;
4. Develop a system to update information sources.

D. Secretary:

The Secretary shall be responsible for:

1. Taking the minutes of the regular, special and/or emergency meetings of the LEPC and it's sub-committees;
2. Keeping rosters of the committee members up to date;

3. Preparing the agenda and satisfying the requirements of the Oklahoma Open Meeting Act;
4. Notifying members of the meetings of the LEPC;
5. Obtaining a place for which meetings will be held.

ARTICLE III MEETINGS AND MEMBERSHIP

SECTION 8 PROCEDURES

The procedures will be conducted in the manner set out by "Robert's Rules of Order".

SECTION 9 VOTING ELIGIBILITY

Only state appointed members to the LEPC are eligible to cast a vote in the meeting of the LEPC.

SECTION 10 MEMBER OF THE COMMITTEE

The members of the committee shall consist of:

1. One (1) representative per facility subject to planning;
2. One (1) person per emergency service or it's representative;
3. One (1) person per community group who has a direct interest;
4. State, city, or county elected officials or his/her representative.

These persons are subject to an approval by the State Emergency Response Commission.

SECTION 11 MEMBERS APPOINTED TO LEPC PRIOR TO THE ENACTMENT OF BYLAWS

The members that have been appointed by the State Commission prior to the enactment of these bylaws regardless of Section 10 shall be deemed members of the LEPC.

SECTION 12 QUORUM

A quorum of the LEPC shall be ten percentile (10%) of the LEPC committee membership.

SECTION 13 MEETING DATES

There shall be at least one (1) meeting annually of the LEPC to be held in January. The chairman shall have the power to call a meeting as he/she may feel that is necessary.

SECTION 14 AUTHORITY

The authority to enact and amend bylaws is specifically delegated to the membership of the LEPC committee.

SECTION 15 PROCEDURE FOR AMENDING BYLAWS

These bylaws may be amended by a two-thirds (2/3) majority vote of the membership present at any regular or special meeting of the LEPC, provided that a written notice of consideration of such amendments at such meeting shall have been given to each member of the LEPC at least five (5) days prior to such meeting.

ARTICLE IV SUB-COMMITTEES

SECTION 16 EXECUTIVE COMMITTEE

There shall be an executive committee consisting of the elected officers. The executive committee shall act for the committee of the whole between regular meetings of the LEPC and/or in the absence of a quorum. The quorum of the executive committee shall be three (3).

SECTION 17 NOMINATING COMMITTEE

There shall be a nominating committee who shall consist of the past chairman and two (2) members selected by the executive committee. They shall be responsible for searching out potential candidates for the officers positions and they shall bring these recommendations before the LEPC. The nominating committee should meet one (1) month prior to the election of the new officers.

SECTION 18 OTHER COMMITTEES

The chairman shall have the power to appoint other committees upon the approval of the LEPC membership as he/she may feel is necessary.

ARTICLE V ENACTMENT

SECTION 19 ENACTMENT OF BYLAWS

These bylaws shall be effective immediately upon their adoption by a two thirds (2/3) majority vote of the LEPC membership present at a duly called meeting for this expressed purpose.

When so adopted all said bylaws shall become effective immediately except that all officers elected prior to the adoption of these bylaws shall continue to serve until the next election date.